

SEHG IN-PERSON WORKSHOP SERIES

Managing Workplace Anxiety

Instructor-Led Workshop · Facilitator Kit

Complete facilitator kit for delivering the SEHG Managing Workplace Anxiety workshop on site — training manual, instructor guide, slides, icebreakers, quick-reference sheets, and completion certificates.

WHAT'S IN THIS KIT

01 · Training Manual (participant workbook)

02 · Instructor Guide (facilitator script & timings)

03 · Icebreakers & Activities

04 · Presentation Slides

05 · Quick Reference Sheets (takeaway)

06 · Certificate of Completion

SEHG-PD-9002 · IN-PERSON WORKSHOP KIT

synergyeducationholdings.com

Managing Workplace Anxiety

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About This Workshop

Everyone will experience anxiety at some point in their lives. Anxiety is a normal reaction characterized by feelings of fear or apprehension. One of the leading places that individuals will experience anxiety or excessive stress is the workplace. While it is normal to have some fear or feel out of place at work occasionally, it can become a serious problem when the anxiety becomes unmanageable and keeps you from performing your everyday activities. Anxiety can have a negative impact on your quality of work, work performance, and affect your relationships with colleagues. Identifying your workplace anxiety and learning powerful coping strategies will help you to work with your anxiety, rather than against it.

With our Managing Workplace Anxiety course, your participants will learn resources and effective skills that will help them recognize and manage anxiety in the workplace. Participants will feel more confident in their professional environment, as well as more prepared to overcome the challenges that the workplace may bring.

Workshop Objectives

- Explore types of workplace anxieties
- Learn to recognize symptoms and warning signs
- Determine ways of coping and managing
- Recognize common triggers and accelerants
- Learn the difference between anxiety and common nervousness

Format & Delivery

- Instructor-led session, delivered on site or SEHG-hosted
- Includes participant workbooks, activities, and takeaway reference sheets
- Every participant receives an SEHG Certificate of Completion
- Pairs with the SEHG online Managing Workplace Anxiety course for pre-work and reinforcement

Preparing & Delivering the Workshop

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Before the Workshop

- Review the Instructor Guide end to end — timings, scripts, and activity setup
- Print one Training Manual and one Quick Reference Sheet per participant
- Load the Presentation Slides and test the projector, audio, and clicker
- Choose 1–2 icebreakers from the kit that fit the group size and room
- Prepare blank Certificates of Completion for sign-off at close

Checking Out the Venue

- Adequate seating with clear sight lines to the facilitator and screen
- Projector compatibility, cables, and extension cords tested in advance
- Lighting that lets participants see you, their notes, and the screen
- Space for group activities, plus a table for handouts and materials

Closing the Session

- Recap the workshop objectives and each participant's key takeaway
- Distribute the Quick Reference Sheet as the on-the-job takeaway
- Present the SEHG Certificate of Completion to each participant
- Point participants at the paired SEHG online course for reinforcement

Book this workshop

Contact your SEHG program advisor to schedule this workshop for your team, or add it to any SEHG learning program as the in-person option.

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Certificate of Completion

This certificate is proudly presented to

for successfully completing the SEHG in-person workshop

Managing Workplace Anxiety

Awarded this ____ day of _____, 20__

Facilitator Name & Title



Synergy Education Holdings Group